

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 286
SALARY GRADE:
EFFECTIVE/UPDATED: 03/2023**

SUPERINTENDENT OF WATER/SEWER MAINTENANCE

Definition

Under administrative direction of the Director of Public Works, organizes directs and administers a comprehensive water and sewer maintenance operation for the City of Aurora; formulates and implements policies and procedures to ensure an optimum and cost-effective operating program; devises and prepares annual budget proposals.

Essential Functions of the Job

1. Plans, directs and coordinates a maintenance program for the City-wide water distribution, water metering, and sewage collection systems; through subordinate supervisors, schedules, supervises and reviews the work activities of a staff of skilled workers engaged in the construction, maintenance and repair of water and sewage lines and peripherally related equipment.
2. Establishes and administers divisional operating policies and procedures to ensure the most efficient methods and economical means of administering water and sewage maintenance programs; identifies priorities and delegates assignments accordingly.
3. Provides guidance from an operation and maintenance perspective to plan review staff for water and sewer related new development improvements.
4. Forecasts, estimates, and budgets for future divisional needs and costs; monitors the expenditure of allocated funds for divisional operation; formulates specifications for requisitioning of new equipment, tools and supplies.
5. Coordinates activities of the Water and Sewer Maintenance Division with various City departments/divisions (e.g., Street Maintenance Division, Engineering Division, Planning Division, etc.) for resolution of problems concerning water and sewer; ensures the investigation of complaints from the general public on water and sewage problems; disseminates information concerning divisional functions, when necessary.
6. Prepares, or causes to be prepared, records, reports and files; reviews and maintains employee activity logs; maintains and provides for the updating of plats, blueprints and maps pertaining to water and sewage systems.

Superintendent of Water and Sewer

Job Description

7. Performs other related duties as required or assigned.

Required Knowledge and Abilities

- Requires thorough knowledge of the principles, practices and techniques involving the design, construction, operation and maintenance of water and sewer systems.
- Requires extensive knowledge of the administration of water and sewage distribution facilities and equipment.
- Requires working knowledge of administrative principles, practices, and techniques.
- Requires ability to interpret plats, blueprints and maps pertaining to water and sewage systems.
- Requires ability to identify areas of need and act accordingly.
- Requires ability to delegate responsibility and authority accordingly.
- Requires ability to devise, layout and supervise varied construction and maintenance operations.
- Requires the ability to make decisions that are consistent with program development and normal budgetary constraints.
- Requires ability to establish and maintain satisfactory working relationships with subordinate staff, departmental officials, and the general public.

Qualifications for Hire

- Requires knowledge, skills, and mental ability equivalent to the completion of a bachelor's degree with major coursework in civil engineering or a related field.
- Requires four years of supervisory experience in water distribution and sewer maintenance.
- Requires a valid driver's license.